



La Mesita A Family Shelter
AmeriCorps Support Partner Assistant

JOB TITLE

Support Partner Assistant

SUPERVISOR

Program Manager

DUTIES

- Assist with the daily operations of shelter services to homeless families with minor aged children by providing consistent quality services.
- Provide information to callers regarding services, donations, program information and relay messages.
- Assist in filing documents, auditing files, scheduling appointments and miscellaneous paperwork and tracking spreadsheets.
- Assist as needed with dispensing and tracking basic needs items, cleaning supplies, sports equipment, mail, messages and other supplies to program participants. This will include maintaining inventory forms and straightening supplies.
- Assist with organizing and opening basic needs assist with safety drills such as fire and emergency disaster. Assist with weekly unit reviews.
- This job description is meant to be a summary and is not intended to be all inclusive. There may be other reasonably related business duties assigned by supervisors or program manager as needed.

TIME COMMITMENT

- Must have a set schedule. Must follow program protocol for time off. 950 hours of service must be completed between September 2014 and end of August 2015 (average of 20 hours/week)

SERVICE LOCATION

La Mesita Homeless Shelter
651 E Commonwealth Ave
Chandler AZ 85225

QUALIFICATIONS

- Minimum High School Degree or GED. Prefer coursework related to human services. Related experience a plus.
- Strong communication skills both verbally and in writing.
- Commitment to Teamwork and establishing and maintaining effective working relationships.
- Interpersonal skills necessary to engage and work with others in from diverse ethnic and cultural groups coupled with maintaining professionalism at all times.
- Ownership: demonstrate the willingness to assume ownership in completion of assigned tasks.

- Organization: Must be detailed oriented, organized and able to handle multiple tasks at same time.
- Computer: Proficiency with personal computers.
- Physical demands: Occasionally required to push/ pull, lift or carry objects up to 50 lbs. Must be able to walk, stand, sit and or bend for extended periods of time. Frequently required to concentrate on multiple tasks with constant interruption. Frequent exposure to seasonal conditions in outside weather. Property has 6 acres and walking back and forth to different buildings is required.
- Member will be required to successfully pass a background check by Mesa United Way
- Have ability to obtain/maintain a DPS fingerprint clearance card

RESPONSIBILITIES

- Maintain standards of confidentiality and professionalism at all times.
- Maintain a professional working relationship with all A NEW LEAF clients, employees, donors and volunteers to ensure a proper representation of A NEW LEAF.
- Follow A NEW LEAF Code of Ethics and professional standards.
- Follow all rules, regulations and policies. Positively contributes to implementing changes.

TRAINING

Program orientation, shadow support partner staff and other trainings and classes as assigned.

IMPORTANCE OF THIS JOB

Helps the day to day operations of the shelter to run smoothly and efficiently.

Helps provide a caring and compassionate environment for the residents.

A New Leaf and Mesa United Way are equal Employment opportunity employers and seek to employ and assign the best qualified personnel for all their positions in a manner that does not unlawfully discriminate against status or characteristic protected by law.